

ASSISTANT DIRECTOR OF PUBLIC WORKS – ENGINEERING

POSITION SUMMARY: Supervises the Engineering Division of the department in connection with the design, maintenance and construction of Public Works projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional engineering work of substantially difficult caliber requiring thorough familiarity with engineering and surveying principles, the exercise of technical judgment on numerous and important details and the selection of sound engineering procedures to be followed. General instructions and suggestions on procedures are received from the Director of Public Works. Supervision is exercised over subordinate professional engineers and sub professional personnel and clerical staff.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assigns work to and exercises general supervision over office and field personnel in order to effectively utilize their services.
2. Establishes criteria for design and construction of Public Works projects.
3. Coordinates projects with work of other City departments and other private and public agencies.
4. Investigates citizens complaints for the Director of Public Works.
5. Prepares work programs and budgets.
6. Supervises office and other special engineering studies.
7. Prepares specifications and obtains bids for construction projects.
8. Passes upon the work of engineering consultants for compliance with contracts.
9. Supervises and provides overall management of various construction projects, including certification of payment, quality control and change order negotiation.
10. Reviews and passes on site plans for commercial, residential and industrial development for compliance with codes.
11. Plans and makes recommendations for action to the Director of Public Works.
12. Oversees construction within public rights-of-way for compliance with codes.
13. Advises other City officials on engineering problems.
14. Acts as City Engineer in latter's absence.
15. Conducts public and community meetings on proposed construction projects and investigates.

16. Prepares and maintains necessary records and reports.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- Comprehensive knowledge of the principles and practices of civil engineering as applied to the development and construction of Public Works projects.
- Ability to plan, lay out and direct the work of subordinates.
- Ability to plan projects and prepare related designs, estimates and specifications.
- Ability to perform difficult engineering computations and to make comprehensive recommendations to engineering problems.
- Ability to maintain effective working relationships with others.
- Skill in the use of civil engineering instruments and equipment.
- Ability to express oneself clearly and concisely, orally and in writing.
- Good professional engineering judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable professional engineering experience at the level of Civil Engineer II and graduation from a college or university of recognized standing with major work in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a State issued license to practice as a registered professional Civil Engineer.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk, hear and view construction sites or documentation. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become loud in field situations.